

Module 1: SMARTboard Orientation

Facilitator's Guide

After completing this module, participants will be able to:

- Know what hardware components are required for setup
- Use the buttons and pens of the SMART Pen Tray and On-Screen Keyboard
- Use the SMART On-Screen Keyboard
- Orient the interactive whiteboard
- Write on the interactive whiteboard
- Insert notes as graphics or text into a Microsoft® Word document
- Present a Microsoft PowerPoint® slide show on the interactive whiteboard
- Save notes in a PowerPoint presentation
- Capture notes from a PowerPoint presentation into Notebook software

TIME	MEDIA	DESCRIPTION
5 mins	SMART notebook	Warm Up: Participants come up to the SMART board and write their name over a state where they have visited over the summer.
5 mins		Introductions: participants introduce themselves and set goals for the session
10 mins	SMART notebook	Overview of Session: <ul style="list-style-type: none">○ Hardware○ Transparency layer○ Ink Aware○ Notebook Software
5 mins	SMART notebook	Overview of hardware: <ul style="list-style-type: none">○ Hardware components○ Screen○ Pen tray
10 mins	SMART notebook	Hands-on Practice: Basic Functionality
10 mins	SMART notebook & computer	Transparency layer
15 mins	SMART notebook & computer	Hands-on Practice: Transparency layer
20 mins	SMART notebook & Microsoft Office	Ink Aware <ul style="list-style-type: none">○ Overview○ Toolbar○ With Word○ With PowerPoint
30 mins	SMART notebook & Microsoft Office	Hands-on Practice: Ink Aware
15 mins	SMART notebook	Notebook Software <ul style="list-style-type: none">○ Overview○ Objects
10 mins		Review & Questions

Tips for Success

- **Control the pace** – Don't move too quickly or too slowly. Let participants absorb information and ask questions.
- **Speak clearly** – Pronounce words clearly. Keep your pitch steady, and avoid ending sentences with a rising tone. Ask participants if you are speaking too quietly or too loudly. Make eye contact with participants.
- **Vary the energy level** – Maintain interest with different levels of intensity in your presentation. Monitor your participants to know when to challenge them.
- **Talk Alouds** – Talk through what you are doing with the participants. It will help them to understand. Use this technique even when you experience technical difficulties. Your “talk” will help the participants handle their own issues after the training is finished.

Materials Checklist	Notes
Hardware <ul style="list-style-type: none"> ○ SMART Board interactive board ○ Computer ○ Projector ○ Cables 	
Training materials <ul style="list-style-type: none"> ○ Sign-in sheet ○ Overview Notebook presentation file ○ Hands-on activities ○ Participant guides (one per participant) ○ Evaluation forms (one per participant) 	

Training Prep Checklist	Notes
Hardware <ul style="list-style-type: none"> ○ Set up SMART board, projector and computer ○ Test connections and confirm ready light ○ Orient the board ○ Test pens and eraser ○ Select the on-screen keyboard 	
Software <ul style="list-style-type: none"> ○ Confirm that the latest SMART software is installed ○ Test Ink Aware Tools in Word ○ Complete an area capture in the Transparency Layer ○ Open SMART Notebook: <ul style="list-style-type: none"> ○ Add clip art from Gallery ○ Add pages 	

Starting Your Session

1. Open Overview Notebook file to the first slide.
2. Have participants sign in as they find their seats.
3. Then draw their attention to the SMART board and to participate in the opening activity.
 - a. encourage them to come up to the board
 - b. participants will use the pens to write where they visited over the summer on the map provided
4. During this time, meet the participants individually and casually.

Note: Don't worry if participants have a hard time with the pens at this point. This exercise is meant to remove some of the mystery of the board and feel comfortable touching the screen.

Participants may begin to realize how only can be used at a time.

Welcome to the SMART board orientation session. My name is _____. This is the first of three sessions. The goal of this session is to introduce you to the basics of how the SMART board works and how to use the SMART Notebook software. If you have questions at any time during the session, raise your hand and I will try my best to answer your questions.

1. Review agenda and timeline
2. Explain logistics of the training such as:
 - a. Restroom location
 - b. Break times
3. Allow each participant to introduce themselves.

Note: You may want to encourage participants to set a goal for themselves for the training session and share during this introductory time.

Getting Started

In this module, participants will learn how to use the hardware components of the SMART Board interactive whiteboard and basic functions like touch, write and save. Explain the following points (any of these items may be demonstrated):

- The projector, computer and SMART Board work together are the required hardware components
- Your finger acts as a mouse
- The SMART Pen Tray includes pens, eraser, pen tray buttons
- On-Screen Keyboard and Right Mouse button can be accessed from the Pen Tray
- Orient the interactive whiteboard
- Explain the transparency layer and how to restore writing that has been accidentally erased

Quick Check

1. Name three components required to operate a SMART Board interactive whiteboard
2. When would you use the On-Screen Keyboard?
3. When do you need to orient the board?
4. How do you right-click?

The SMART Board interactive whiteboard is "touch" sensitive and operates as part of a system that includes a computer and a projector. The computer sends an image to the projector. The projector casts the image onto the whiteboard. The interactive whiteboard acts as both the monitor and input device. Anything you can do on your computer, you can do on a SMART Board interactive whiteboard. Every touch on the interactive whiteboard is like a mouse-click.

Pen Tray

There is nothing special about the pens – they are just plastic. All the intelligence comes from the pen tray. Optical sensors are

<i>triggered when the pen is removed. You can write with the pen or your finger, as long as a pen slot is empty. The technology recognizes the last tool picked up, so if you remove the eraser after picking up a pen, the interactive whiteboard will assume you want to erase.</i>	
<ol style="list-style-type: none"> 1. The lights above the tool slots indicate which tool was last removed. 2. When all the pens are back in the pen tray, a touch on the interactive whiteboard defaults to a mouse-click. 	<p><i>What if someone accidentally takes the red pen home? How would I use the SMART Board without the red pen?</i></p> <p>ANSWER: <i>Cover the optical sensor in the pen tray. A pen lid or lip balm can be used to cover the sensor.</i></p>

On-Screen Keyboard	
<i>Pressing the Keyboard button on the pen tray launches the On- Screen Keyboard. The On- Screen Keyboard is best used for short text items. Keep a physical keyboard nearby if you think you will be typing long blocks of text.</i>	
<ol style="list-style-type: none"> 1. Open Microsoft Word (or any program that has a cursor) 2. Press the Keyboard button on the pen tray 	
Points to Remember	
<ol style="list-style-type: none"> 1. Text is inserted wherever the cursor is located 2. There are different types of keyboards available through the drop-down menu. <ol style="list-style-type: none"> a. Show the keyboards that may be valuable to your participants. 	<p><i>How would you make a single capital letter?</i></p> <p>ANSWER: <i>Press the Caps or Shift button on the Classic keyboard, then press the letter you would like to capitalize.</i></p>

Right Mouse button	
<ol style="list-style-type: none"> 1. Press the Right Mouse button on the pen tray to make the next press on the interactive whiteboard a right-click. 2. Now press an application icon on the desktop, the right-click menu appears. The next press on the interactive whiteboard will automatically revert to a left-click. 3. A second way to make the touch equivalent to a right-click is to touch and hold a point on the interactive screen. 4. Touch the area of the interactive whiteboard where you need the right-click function and hold your press until the right-click menu appears. 	

Orient the Board	
<ol style="list-style-type: none"> 1. Touch the board and notice where the mouse cursor is. The point on the board should be directly where your finger touched. 2. If there is a disconnect between the touch and the point on the board, you may need to orient the board. 	<p><i>Proper orientation is important whenever the position of the interactive whiteboard or projector moves, or when connecting to another computer.</i></p>

3. To launch the Orient function, press and hold the Keyboard button and the Right Mouse button at the same time until the Orientation screen appears.
4. Begin the orientation at the upper left corner. Press your finger or pen squarely on the yellow center of each red cross in the order indicated by the white, diamond-shaped background.
5. The point is registered at the time of release, not the initial touch.

Hands-On Practice: Basic Functionality

Would someone like to try....

- Orienting your Smart Interactive Whiteboard
- Using the On-Screen Keyboard:
 - Type the name of a sport/activity that you enjoy
 - Write a simple math equation
 - Create an equation using super or sub script

Transparency Layer

Does anyone remember, or still use, overhead projectors?

1. When using an overhead projector, notes are written on a transparent sheet.
2. When a pen is out of the pen tray, it is like a transparency goes over the board surface, freezing the screen and allowing you to write on the desktop.
3. You will know the transparency layer is active because the Floating Tools toolbar launches and a border appears around the desktop as a visual cue.
4. When done using an overhead projector, put the pen down and move the transparency to the side. When I'm done writing on a SMARTboard, put the pen down and touch the interactive whiteboard to put the transparency to the side. The transparency is now gone.

Hands-On Practice: Transparency Layer

Take 15 minutes and try the following:

- Using the transparency layer on a web page, write a few notes
- Capture your notes into the notebook software. Try capturing the entire screen and just a portion of the screen
- Go back to the web page and practice restoring your notes

Ink Aware

Some of the most popular applications used on an interactive whiteboard are Microsoft Word and PowerPoint. These and many other applications are Ink Aware. Ink Aware applications allow you to write and save your notes into a file without

using Notebook software. You write over applications that are not Ink Aware and save your notes or drawings into Notebook software.

Microsoft Word software

You will notice three additional buttons in Microsoft Word when you are using it with your SMART Board interactive whiteboard. The *Aware Tools* toolbar gives you the option to insert drawings or writing as an image, insert writing as text, or to capture the current visible work area into Notebook software.

1. Open Microsoft Word
2. Insert a drawing as an image
3. Inserting a note as text
 - a. Writing is converted to text
 - b. Text is inserted into the Word document at the cursor point
 - c. Text is the same color as the pen you used
4. Capture the Microsoft Word page to Notebook software

The Word document must be saved in order to keep any changes made with the **Insert as Image** or **Insert as Text** function.

Use the **Save As** option to ensure no changes are made to your original file, but would still like a copy of the file with the additional notes and drawings.

PowerPoint software

1. Open a PowerPoint file
2. Pick up a pen while you are in Normal View
3. State that PowerPoint is only Ink Aware while in Slide Show view
4. Select **View > Slide Show** and the Slide Show toolbar will appear
5. Key points:
 - a. There are three buttons and the functions of the Slide Show toolbar
 - b. Navigate through a PowerPoint slide show without the Slide Show toolbar by pressing twice on the board, making the second press to the right of the first. To reverse through the slide show, press twice on the board, making the second press to the left of the first
6. Write over a slide
7. Clear your notes by touching the screen, then restore
8. Go over the popular features in the Command menu:
 - a. Insert Drawing as Image
 - b. Capture to Notebook
 - c. Add Blank Slide
 - d. PowerPoint Commands

Ink Aware applications allow you to write and save your notes into a file without using Notebook software. You write over applications that are not Ink Aware and capture your notes or drawings into Notebook software.

Hands-on Practice: Ink Aware

Try one of the following:

- Insert a note as text into a selected cell of an Excel spreadsheet
- Create and save a note on a PowerPoint slide into Notebook software
- Create and save a note/drawings on a PowerPoint slide and save into PowerPoint

Notebook Software	
<p><i>Notebook software is similar to a paper notebook. You can use it to immediately capture notes and drawings. It has an advantage over a paper notebook because images and Macromedia Flash files can easily be inserted into your Notebook file. You can open Notebook software from the SMART Board Tools menu or from your desktop, if a shortcut exists.</i></p>	
<ol style="list-style-type: none"> 1. Opening Notebook software 2. Review the Notebook software interface: <ol style="list-style-type: none"> a. Work area b. Menu c. Toolbars d. Tabs 	<p><i>Have example files prepared in advance to demonstrate the concepts and features described in this module</i></p> <p><i>Ensure you have different types of attachments available from the attachments tab ready to demonstrate in your file</i></p>
Page Sorter and work area	
<ol style="list-style-type: none"> 1. Comment on the page thumbnails 2. Comment on the Auto-hide selection box and how you can use it to increase the work area 3. Press the Full Screen button for an even larger work area 4. Explain how to close the Full Screen view 5. Add blank pages to the file through the page thumbnail drop-down menu or Notebook toolbar button 6. Explain how to identify the active page in the Page Sorter by the border and drop-down menu button. Show how to navigate from page to page using the Notebook toolbar icon and by touching a page in the Page Sorter tab. 7. Explain what can be found in the page thumbnail drop-down menu 8. Demonstrate how the Screen Shade can be set to different states on each page 9. Show how to reorder pages 10. Show how to resize the Page Sorter 11. Show how to position the tabs on the left or right of the screen. This is useful for left-handed presenters or when the classroom is set up in a way that prevents you from working from the right side of the interactive whiteboard ., 12. Show how to move the Notebook toolbar to the bottom of the page. This is useful for users who are unable to reach the top of the interactive whiteboard. 13. Change the background color of your page 	
Objects	
<p><i>The most important feature of Notebook software is that it is object oriented. SMART's definition of an object in Notebook software is anything in the work area that can be modified. Digital pictures, clip art, text and handwritten notes are all examples of objects.</i></p>	

<ol style="list-style-type: none"> 1. Write the word <i>notes</i> on the interactive whiteboard to create an object 2. Rotate and resize the object 3. Use the object drop-down menu to change the object properties 4. Change the word <i>notes</i> to typed text – your text will be proportional to the size of your handwriting 5. Check Spelling 6. Double-press the object to show the fonts toolbar and describe how it can be used 7. Mention Cut, Copy, Paste and Delete 8. Clone an object and move it somewhere else on the page 9. Select Infinite Cloner and create at least three clones from the object 10. Drag and drop objects between pages in the Page Sorter 11. Turn off the Infinite Cloner function 12. Flip an object 13. Show the different ways to link an object 	
Drawing Tools	
<ol style="list-style-type: none"> 1. Explain that you can use the drawing tools to create objects 2. Show the different pen settings, point out the highlighters in the pen-tool drop-down menu and how to use the Customize option to create unique pens 3. Show the Creative Pen tool and the Eraser <p>SMART Board software will recognize each touch on the interactive whiteboard as the last tool used until you choose the Select tool.</p> <ol style="list-style-type: none"> 1. Show all shapes available from the drop-down menu 2. Draw an oval, a star and a triangle 3. Use the object drop-down menu to fill the oval and the triangle with color 4. Write <i>Star</i> below the star 5. Drag the name so it overlaps the star 6. Select the word <i>Star</i>, and select Order > Send to Back. Explain the difference between Send Backward and Send to Back. 7. Explain that you could ask a class a question, then move the object to reveal the answer. Move the star shape to reveal the word <i>Star</i> 8. Group the word <i>Star</i> with the star 9. Double press the oval and use the On-Screen Keyboard to type its name in the text box. 10. Press once in the work area, outside the text box 11. Select the triangle and select Clone from the object drop down menu 	

<ol style="list-style-type: none"> 12. Select one of the triangles and use the Properties menu to fill it with color 13. Select Locking > Allow Move and Rotate on the triangle 14. Move and rotate the filled triangle 15. Explain that you could ask a student to fit the colored triangle into the appropriate shape, which helps teach shapes and spatial relation. State that puzzles could also be created using Allow Move and Rotate. 	
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Gallery

The Notebook software Gallery is a collection of resources filled with images, such as maps and timelines that you can use to give visual context to your presentations.

<ol style="list-style-type: none"> 1. Use the resize handle to increase the visible Gallery area 2. Launch the On-Screen Keyboard <ol style="list-style-type: none"> a. Use it to type a search word, for example <i>animal</i>, in the Gallery text field b. Press the search icon to the right of the text field to display your results and automatically close the On-Screen Keyboard 3. Mention the different sections within the Gallery's content area 4. Drag an picture from the Gallery to the work area 5. Drag a background item from the gallery to make it the background of the work area 6. Move or rotate the picture you took from the Gallery to prove it's an object 	<p><i>Review Questions:</i></p> <ol style="list-style-type: none"> 1. <i>List two ways to add a text object to a Notebook page</i> 2. <i>Describe how to move objects on and between Notebook pages</i>
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Conclusion

<ol style="list-style-type: none"> 1. Thank the participants for spending time with you 2. Summarize where participants can get more help and training if they need it 3. Provide participants with evaluation form 4. Review evaluations 	
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How to Customize the Presentation

<ol style="list-style-type: none"> 1. Change the sample activities to reflect the needs of your participants 2. Use your own lesson activities or other lesson activities that will grab your audience's attention 3. Use objects and images that are meaningful to participants 4. Create your own Gallery collections ahead of time so you can show the workshop participants finished examples in the My Content area of the Gallery 	
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